



United States
Department of
Agriculture

Food and
Nutrition
Service

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Alexandria, VA
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MEMO CODE: SP 20-2008

DATE: April 2, 2008

SUBJECT: Verification Summary Reporting for SY 2007-08 (FNS-742)

TO: State Directors
Child Nutrition Programs
All States

Regional Directors
Special Nutrition Programs
All Regions

The Food and Nutrition Service (FNS) has experienced a delay in deploying the web-based verification reporting application for FNS-742 (Verification Summary Data) reports for the National School Lunch Program. Because of the change in the coding for Item 6, Type of Verification, State agencies (SAs) will not be able to use the previously supplied MS Access software to compile or submit the consolidated reporting file for this year. Therefore, we are providing SAs with several options for submitting the file this year, as outlined below. Because of these changes, we are extending the deadline for submitting the consolidated Verification Summary Report file for SY 2007-2008 to May 1, 2008.

1. If a State agency (SA) has an application which produces a consolidated MS Excel file in the required format, that file can be submitted directly to FNS without using the MS Access software to edit check the file. The file should be submitted to the NSLP verification mailbox, NSLPVerification@fns.usda.gov. FNS will review the file against the edit checks and contact the SA if any records need to be corrected.
2. If an SA receives individual reports from school food authorities which have to be compiled into an electronic file, it will not be able to use the MS Access application to do the compilation because that application will not accept the revised coding for Type of Verification. We have created a simplified application in MS Excel which can be used to compile the data. The application and instructions are available on the Partner Web in the "Schools 2008" folder. To download the MS Excel workbook, open the file and then save it to your own computer or LAN. Since this application does not enforce all the edit check requirements, FNS will review files compiled using this application and contact the SA if any records need to be corrected.
3. SA's may also submit their files through the new web-based system. We expect it to be available on April 7. We will provide a separate notification as soon as the web application is available.

In order to have access to the system, SAs will need to supply information on the personnel who will be authorized to use the web application. For personnel who already have access to the Partner Web, we will need to know name, email address, and level of authorization requested. If personnel who do not currently have access to the Partner Web need access to the verification system, they will need to apply for access to the Partner Web in addition to supplying the information above.

SAs should submit information on authorizations for use of the web based system to the verification mailbox at NSLPVerification@fns.usda.gov. We suggest all SAs submit this information, regardless of whether they intend to use the web application to submit their initial report, since we may ask you to resubmit through the web if your report needs any corrections.

There are two levels of access for the system:

State Agency Administrator is permitted to:

- Upload consolidated Verification Summary Report files via the **Upload SFA Report** menu.
- Create/modify/delete an FNS-742 report for an individual SFA in their SA.
- E-mail invalid verification reports back to submitting SFAs via the **Invalid Report** menu so that the submission can be corrected.
- Monitor current reporting activity status via the **Reporting Status** menu and declare the completion date based on the activity status. When the completion date is set, send the e-mail notice to FNS administration about the SA's completion, alerting the FNS administrator to close the SA's reporting activity for that year.
- View and download the yearly reports for their SA where certificate of end date are closed via the **Summary Report** menu.

State Agency User Data Entry is permitted to:

- Upload the SFA report files via **Upload SFA Report** menu
- Create/modify/delete an FNS-742 for an SFA within their SA;
- Modify or delete SFA reports which they have created. (The State Agency Administrator can modify or delete any SFA reports, not just the reports they uploaded/created.)

If you or your staff have questions about this reporting, please contact Susan Fouts in the FNS Child Nutrition Division at Susan.Fouts@fns.usda.gov, or at 703-305-2881.

Original Signed

CYNTHIA LONG
Director
Child Nutrition Division

Attachment

Attachment

Instructions for Modified Reporting Spreadsheet for State Agency Verification Reporting –Alternate Method for SY 2005-2006

1. This spreadsheet can be used to compile School Food Authority (SFA) verification results for the National School Lunch Program for FY 2007-2008 to submit to the Food and Nutrition Service (FNS). The spreadsheet creates a file in the proper format for submission to FNS.
2. Each row is a record for an individual SFA. Enter the Identifying number that the SA is using for the SFA for this reporting in Column A and the SFA name in Column B.
3. The columns read horizontally on the spreadsheet in the same order in which they appear on the FNS-742, School Food Authority Verification Summary. Data should be reported in accordance with the instructions for the FNS-742.
4. The columns for Type of SFA and Type of Verification have drop down menus which are accessed by clicking on the arrow which appears at the right hand edge of the cell when the cell is selected. Click on the arrow; when the drop down box appears, click on the appropriate choice.
5. All other cells are numerical integer entries. If you are not reporting data in a cell, enter '0'.
6. Submit the completed spreadsheet to NSLPVerification@fns.usda.gov or to Susan.Fouts@fns.usda.gov. SAs may submit the ameliorative action plan which is required in addition to the verification data report along with the spreadsheet, or they may use an automatic extension of up to 60 days to submit the plan. If the ameliorative action plan is not submitted with the data report, please indicate at the time the data report is submitted what the expected submission date is for the ameliorative action report.

If you have questions, you can contact Susan Fouts, Child Nutrition Division, Food and Nutrition Service, at Susan.Fouts@fns.usda.gov, or by phone at 703-305-2881.